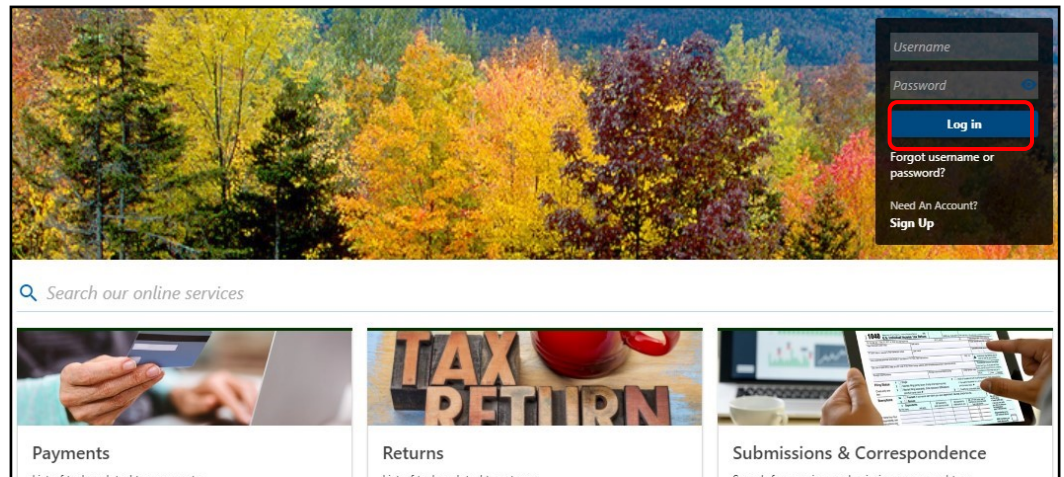


myVTax Guide: Registering an Attorney, Tax Professional, or Landlord Account

This guide is for attorneys, accountants, and other tax professionals to register an online account in myVTax. A professional account is necessary for requesting access to client accounts. It is also for landlords required to file Form LC-142, the Landlord Certificate. If you do not provide professional tax or accounting services or are not a landlord, please do not use the steps in this guide to register for myVTax.

Step 1

Go to myVTax.vermont.gov and click **Sign Up**.



Step 2

On the **Add Access Type** screen, choose the account type: **Accountants, Other Tax Professionals, Attorneys, and Landlords**.

< Home

For Businesses and Corporations
Click here if you are a business taxpayer who would like to register your tax accounts or add myVTax access for accounts that are already registered with the Department.

For Individuals
Click here if you are attempting to request access to your existing Homestead Declaration, Renter Rebate, or Personal Income Tax account

Accountants, Other Tax Professionals, Attorneys, and Landlords
Click here if you are an accountant, other third party tax professional, attorney, or landlord

myVTax Access code
Click here if you have already received a myVTax Access Code and want to activate your account(s).

Step 3

This screen asks you to confirm your professional entity type and that you have a username, PTIN, or FEIN, and a valid email address ready. Click **Next** **1** to proceed.

If you are not an eligible entity, click **Cancel** **2** to stop the registration process. If you click **Cancel**, the system will ask you to confirm that you want to cancel.

Home

myVTax 3rd Party Registration

myVTax 3rd Party Registration

Instructions User Information Demographic Information Web Account

Enrollment Application

Proceed only if you are an accountant, payroll service representative, other third party tax professional, landlord, or attorney.

Eligibility

All accountants, payroll services, other third party professionals, landlords, and attorneys

Information Needed to Continue

Please have the following information ready:

- New third-party username
- ID number (e.g., PTIN, FEIN)
- A valid email address

Cancel Previous **Next**

Step 4

- 1** Enter your **Basic User Information**. Select your **ID type** from the dropdown.
- 2** If you are not part of a firm, or are self-employed, click the box to the right of **Check here if you are self-employed**. The Firm Information area will disable itself.
- 3** If you are part of a firm, type in your **Firm EIN** and **Firm Name** in the **Firm Information** fields at the bottom.

Click **Next** when done.

1 Basic User Information

Which type of third party entity are you? *

Required

ID Type *

Required

ID Number *

Required

Legal Name *

Required

Enter personal or business address

Street 1 *

Required

Street 2

Unit Type

Unit Number

City *

Required

State *

Required

Zip Code *

Required

Country

USA

Validate Address

☐ Check here if you are self-employed **2**

3 Firm Information

Firm EIN *

Required

Firm Name *

Required

Cancel Previous **Next**

Step 5

Continue entering required and any desired optional information. Enter a valid email address. A red asterisk next to a field indicates a required answer.

A question mark icon next to a field provides helpful information when selected.

Click **Next** when done.

The screenshot shows the 'myVTax 3rd Party Registration' form at Step 5. The progress bar indicates that 'Instructions' and 'User Information' are completed, 'Demographic Information' is the current step, and 'Web Account' is next. The form has two main sections. The first section, 'Please enter a valid email address', contains two required fields: 'Email Address' and 'Confirm Email Address', each with a red asterisk and a question mark icon. The second section, 'Enter Business Phone Number(s) Below', contains two rows of fields for 'Phone Type 1' and 'Phone Type 2'. Each row has a 'Required' dropdown, a 'Number' text field, and a 'Country' dropdown menu currently set to 'USA'. At the bottom right, the 'Next' button is highlighted with a red box.

Step 6

- 1 Create a **Username** and **Password**. Your username must not match another user's name.
- 2 Note the criteria for creating a password in the area to the right.
- 3 Choose a **Secret Question** from the dropdown,

then enter and confirm your answer. Should you contact us about your account or to reset your password, you must know the answer to the secret question.

Click **Submit** 4 when done.

The screenshot shows the 'myVTax 3rd Party Registration' form at Step 6, 'Setup Your Web Account'. The progress bar shows 'Instructions', 'User Information', and 'Demographic Information' are completed, and 'Web Account' is the current step. The form contains three main sections. The first section, 'Create a unique username and password to access your account(s) with the Vermont Department of Taxes', has a 'Username' field (labeled 1) and a 'Password' section (labeled 2). The password section includes a 'Password' field, a 'Confirm' field, and a list of criteria: 'Contain both lower and upper case letters', 'Contain at least one number', 'Contain at least one special character', and 'Your passwords cannot be your username'. A note states 'Note: Passwords cannot be reused.' The second section, 'Secret Question and Answer: (Not case sensitive)', has a 'Question' dropdown menu (labeled 3), an 'Answer' field, and a 'Confirm' field. At the bottom right, the 'Submit' button is highlighted with a red box and labeled 4.

Step 7

The myVTax system will send a **confirmation email** to the address provided in **Step 5**. The email contains a **one-time security token**, which you will use to log in for the first time.

The screen shown here contains a **confirmation number**. You may write it down or **Print** this confirmation for future reference.

< Home

Confirmation

Thank you for registering through myVTax!

Your request has been submitted and your confirmation number is **0-286-497-280**.

Once your request has been processed, your account(s) will be registered and your online username of **testaccount** will be created. When that has completed, you will receive an email with a six(6) digit security token that will be required the first time you log into your myVTax account.

From your myVTax account you can make changes directly to your account(s) with the Vermont Department of Taxes. These changes include:

- Change your address
- Change your name
- Add additional access to your online account(s)
- File returns
- View your account balance(s) and make payments
- Set up a payment plan

Questions or concerns? Contact us:

Vermont Department of Taxes	Call: (802) 828-6802
133 State Street	Or Email: myVTax Support
Montpelier, VT 05602-3667	

Click 'OK' to proceed.

Print

OK

Related Guides

For requesting access to a client's account, see
myVTax Guide: How to Submit a Third-Party Authorization

For lost account login information, see
myVTax Guide: How to Recover Your Username and Reset Your Password

Need help with myVTax?
Call (802) 828-6802
or email tax.myvtax@vermont.gov

